



December 19, 2014

Ms. Yiwei She
5734 S University Ave
Chicago IL 60637-1514

Dear Ms. She,

We are very happy to offer you a full-time appointment as a CLE Moore Instructor in the Department of Mathematics at MIT. This is a nine-month appointment for three academic years beginning September 1, 2015 and ending May 31, 2018. The salary for academic year 2015-2016 will be \$74,500. You may apply for research funds from outside sources, such as the NSF, to supplement your salary in the summer months.

Normally you will be responsible for teaching each Fall and Spring semester either one course or two standard recitations (exercise sessions), depending on the needs of the department. A course usually meets for a total of three hours every week, while a standard recitation meets twice weekly for an hour. You will be eligible for all regular employee benefits during the years in which you teach this full-time schedule.

We expect residence at MIT during periods of paid employment during the academic year (excepting occasional travel to conferences, etc.) even if teaching duties have been completed in another semester. Requests for extended paid absences must be accompanied by strong scientific reasons, and are often not granted. Unpaid, benefits-ineligible leaves are generally permitted, within limits. Please be aware that taking a paid or unpaid leave of absence does not entitle you to an extension of the term of your appointment, which will still terminate on May 31, 2018.

The Department provides a \$1,000 travel allowance for instructors without other research funds. You should plan to apply for a research grant as soon as you arrive on-campus. Should your research proposal(s) be declined, the Department will provide an additional \$1,000 for the following year. This allowance may be continued through your appointment provided you continue to apply for research funding each year. The allowance will be discontinued when you receive a research award. If you do not apply for research grants, you will receive the \$1,000 only in the first year of your appointment. Unused funds may not be carried forward.

We will reimburse you for some of your relocation expenses: one economy air ticket and up to \$500 for shipping your personal effects. You will need to present receipts for these expenses. If you are unsure whether certain items are reimbursable, please contact Daniel Delgado (delgado@mit.edu), before you incur the expense. You will be eligible for health and other benefits, beginning no earlier than July 1, 2015. Please let Daniel know when you expect to arrive on-campus.

MIT provides comprehensive visa services. If you are not a U.S. born or naturalized citizen or a permanent resident, and you are accepting this offer, please contact Daniel to discuss your eligibility for visa sponsorship. Your start date is contingent upon your being eligible for employment.

This offer will remain open until February 2, 2015. Please let us know by e-mail (delgado@mit.edu) of your decision as soon as possible. If you are accepting our offer, we ask that you sign the bottom of this letter, make a copy for your records, and return it without delay.

Please call or write if you have any further questions.

Sincerely yours,



Tomasz Mrowka
Chair, Pure Mathematics Committee
Mathematics Department Head

I accept this offer and agree to its terms

Name: _____
Ms. Yiwei She